

Willard School Building Committee  
Minutes of November 16, 2006

Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Willard School Building Committee was held at the Ripley School Administration Building, Conference Room 3.

Members present: Pat Nelson, Co-Chair; Jerry Wedge, Co-Chair; Franklin Cannon, James B. Terry, Dave Anderson, Brenda Finn, Chris Whelan, Tony Logalbo, Pat Fernandes, Phil Benincasa, Ted Hanselman.

Members Absent: Scott Bates, Richard Keleher

Others Present: David Wilson, resident

The Meeting was called to order at 5PM.

1. Upon a motion duly made and seconded, the Committee VOTED to approve the minutes of November 1, 2006.
2. **Construction Manager at Risk discussion.** The Committee considered the benefits and drawbacks of using the Construction Manager at Risk process. After discussion, it was the consensus that this was not likely to be used for the Willard project as there is not sufficient history to demonstrate its value on a project of the Willard size. It might be more appropriate when the Town undertakes the larger high school reconstruction.
3. **Review of Owners Project Manager Proposals and shortlist for interviews.** Each member of the Committee indicated his or her top five choices of firms to be interviewed. The selections included large, medium, and small size firms. Members commented on the proposals from the firms and noted the information that they hoped to learn from the presentations on November 29 and 30<sup>th</sup>. In particular, it was noted that the Committee will choose the individual who represents the firm and must be comfortable with that person's expertise, style, and insights.

Upon a Motion duly made and Seconded, it was UNANIMOUSLY VOTED to take the required action to interview CMS, Gentry, Heery, Walsh, Daedalus, and Turner as potential Owner's Project Manager Candidates.

Jerry Wedge drafted letters to those proposers who were not selected for an interview as well as those who would be interviewed. There was discussion of the draft, particularly the questions that each candidate would be asked to address in his or her twenty minute presentation regarding the company's qualifications. The Town's interest in LEED, high-performance schools, and the Designer selection process will be noted in the letter. Ruth Lauer will prepare the letters for signature and will telephone each interview candidate to set up interview appointments.

The Committee members intend to ask addition questions during the interview as well. Members were asked to send those questions to Jerry Wedge so that there can be some coordination.

*Qualifications*

4. **Update on Designer RFP.** Tony Logalbo stated that the Designer RFP is actually a Request for ~~Quotes~~ and will be released to the *Central Register* this week. He anticipates 15 – 20 inquiries. He submitted the draft language to Town Counsel, but got no input that required substantive changes. Paul Griffin of CMS, acting as interim OPM, has reviewed the document. He will be asked to submit a memo acknowledging his review.
5. **New Business.** References for each of the candidate firms must be checked in time for the information to be useful during interviews. Jim Terry and Dave Anderson agreed to undertake this task on behalf of the Committee. They will develop standard questions and standard format for the information.  
  
Committee members were asked to return the evaluation forms for each company at the end of the process. Tony Logalbo will create new ones for the interviews.
6. **Citizen Comment.** David Wilson asked that the Committee place copies of the proposals in the Library for public review. The Committee agreed to do this. David noted the discrepancy in the information that he was able to learn about the committee meeting from the town web site and what others could find. He asked that times be confirmed early in the week.
7. **Adjourn.** Upon a Motion duly made and Seconded, the meeting adjourned at 6:35 PM.

Respectfully submitted,

Ruth C. Lauer, Clerk  
Approved: